



USAID | HONDURAS

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Vacancy Announcement No. ST-FSN-15-14

OPEN TO:	All interested candidates who have the required work permit.
FULL LEVEL OF PERFORMANCE:	FSN PSC – 11
LOCATION OF POSITION:	Education Office (EDO), Tegucigalpa, Honduras
POSITION TITLE:	Project Management Specialist (Monitoring & Evaluation)
OPENING DATE:	March 19, 2014
CLOSING DATE:	April 2, 2014
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 597,060.00 to L. 1,014,996.00 per year.

ALL CANDIDATES WHO APPLIED UNDER THE PREVIOUS ANNOUNCEMENT ST-FSN-02-14 DO NOT NEED TO RE-APPLY.

BASIC FUNCTION:

The Monitoring & Evaluation (M&E) Specialist will provide management and technical support to the USAID/Honduras' Education Office Director and to the education team. The M&E Specialist will work closely with the Office Director to manage the Mission's program objectives in basic education and workforce development. With an assigned annual budget (including basic education and special initiative funding), USAID's education program focuses on promoting the quality of instruction, access to alternative education and skills training programs, and education decentralization in Honduras.

The M&E Specialist will provide expertise to the team in the area of monitoring and evaluation. This may include support in developing Performance Monitoring Plans (PMPs), Evaluation plans, Scopes of Work for evaluations and assessments, guidance on use of indicators, and analyses of performance and technical reports. S/he will serve as a senior manager and technical advisor for all monitoring, evaluation and training aspects of the Mission's education program, supporting the Office Director in ensuring that the USAID meets the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education, municipalities, communities, and other donors to achieve planned results.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. The incumbent may be required to perform other duties as assigned by the agency.

1. Program Management (45%)

The M&E Specialist will be called upon to provide the Education Office and USAID Mission with expert guidance on monitoring and evaluation components of USAID/Honduras' basic education program. S/he will provide leadership and structure from an impact perspective to the process of programming USAID's annual education budget in accordance with Agency guidance and procedures. The M&E Specialist will work closely with the Office Director and other team members to design, manage, and report upon a complex portfolio of contracts and grants. S/he will provide technical expertise to the team on monitoring and evaluation. This may include support in developing Performance Monitoring Plans (PMPs), Evaluation plans, Scopes of Work for evaluations and assessments, guidance on use of indicators, and analyses of performance and technical reports. The M&E Specialist will be one of the key technical writers on the team, expected to draft various strategic, briefing, procurement, and

reporting documents. S/he will report to the Education Office Director and have frequent direct contact with senior State Department and/or Mission management, with the Ministry of Education and other donors, and with USAID/Washington regarding all aspects of program management.

2. Management of Activity Implementation (35%)

The M&E Specialist will provide technical guidance to implementing partners to ensure sound management of basic education interventions. At the same time, s/he will ensure that USAID/Honduras' basic education activities are complementary to efforts of other donors and the priorities of the Education for All (EFA) efforts in Honduras. S/he will provide the team with assistance in tracking and reporting against targets. The M&E Specialist will provide oversight to contractors and grantees by serving as Contracting Officer's Representative (COR) for selected implementing partners. As COR, the incumbent will manage all administrative, technical, and financial aspects of these programs. S/he will closely track the Ministry's priorities for related technical areas, engage in dialogue on these priorities with the Ministry and other donors, and ensure that USAID programming contributes to the Honduran government's long-term objectives for the education sector. The M&E Specialist will conduct regular site visits and progress reviews with the implementing partners' Key Personnel. S/he will verify and report on program impact at the level of the Ministry of Education and targeted beneficiaries. In addition, s/he will contribute to the team's Development Outreach and Communications strategy by writing up program success stories and finding other ways to share information on USAID/Honduras' education program with audiences in Honduras and the United States.

3. Representation to the Ministry of Education, Other Donors and Stakeholders (20%)

The M&E Specialist, in coordination with other education team members, will establish and maintain collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of the Ministry of Education, other donors, and private sector and NGO representatives working to improve education in Honduras. S/he will participate regularly in the EFA donor working group "Mesa Redonda de Cooperantes en Educación" (MERECE), and in the various working groups that the Ministry uses to coordinate partner interventions. This may include providing support to MERECE's joint efforts, such as monitoring missions to assess progress made under EFA in Honduras. M&E Specialist will represent USAID in a variety of different official settings, including to senior levels of the Ministry of Education. S/he must demonstrate strong diplomatic and communication skills, and have previous experience working for bilateral organizations or international development programs as part of similar education sector reforms.

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION:	A bachelor's degree in the areas of education, administration, social sciences, project management, or related areas is required. A Master's Degree in education, social work, development, project management, administration or related field is preferred.
EXPERIENCE:	Minimum of five (5) years of progressively responsible professional experience with international development programs in basic education/international educational development, including a minimum of two (2) years of experience working in the area of monitoring and evaluation is required. This may include experience in formative, summative, and impact evaluations; sector assessments; applied research; and program/project monitoring and evaluation. Expertise and technical knowledge of education systems and policy reform is preferred.
LANGUAGE:	Level IV (fluent) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.
KNOWLEDGE:	Knowledge of education issues specific to Honduras is required. Knowledge of international commitments such as the Millennium Development Goals, Education for All and of sector-wide approaches including multi-donor sector investment programs is required. The incumbent is required to bring state-of-the-art knowledge of international best practices in the area of monitoring and evaluation of education systems and programs, to include student and teacher assessment, cost-benefit analyses, and sector-wide performance. Knowledge and/or previous experience with the focal technical areas of Honduras' basic education program: education system decentralization, education sector planning and management, capacity-building, pre-service and in-service teacher training, use of radio and/or other technologies to improve education, student assessment, and community participation in education is preferred.

SKILLS AND**ABILITIES:**

Demonstrated ability to work in a team, with excellent management and technical skills, is required. Advanced research and evaluation design, indicator development, and statistical analysis skills are required. Excellent organizational skills are required to plan, supervise and evaluate complex activities. Demonstrated ability to establish realistic team and program workloads, benchmarks, and short- and long-term objectives is desirable. Skill in conceptualizing programs, policies, plans and developing strategies for their management and implementation is required. Computer proficiency is required.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: APRIL 2, 2014

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).